



SD School for the Blind and Visually Impaired

NON-UNIT FACULTY EXEMPT EMPLOYEE HANDBOOK

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NON-UNIT FACULTY EXEMPT EMPLOYEE HANDBOOK (Lemon)

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APPOINTMENT

Non-Unit Faculty Exempt (NUFE) Employees are employed upon the recommendation of the Superintendent and approval of the Board of Regents, and will serve at the pleasure of the Board. NUFÉ may be reassigned without cause to positions considered equivalent or lower in stature during their contract period, so long as the employee's salary is not decreased during the term of the current contract. An employee's contract may be terminated for cause at any time during the term of the contract.

PERFORMANCE EVALUATIONS

Non-Unit Faculty Exempt Employees will receive performance appraisals and a review on an annual basis. These will be conducted by the employee's immediate supervisor.

WORKING HOURS

A forty hour (40) workweek is basic for NUFÉ Employees. All NUFÉ Employees will be at work on time and leave when scheduled to leave. Being late for work makes it inconvenient for those people already on duty. If for some reason you arrive late or must leave early, see your supervisor or the Director of Human Resources.

The calendar workweek at the South Dakota School for the Blind and Visually Impaired is from 12:01 a.m. Sunday morning to 12:00 p.m. Saturday night (midnight). Hours above forty (40) hours per week are overtime and will be authorized only in emergencies or unusual circumstances. Overtime must be requested by the supervisor and approved by the Superintendent and/or Director of Human Resources in advance.

All NUFÉ Employees must complete(timesheets) Web Time Entry in SNAP. Timesheets are approved online by the supervisor and then sent electronically to Payroll for processing. It is critical that the employee submits their timesheet by the deadline in order to be paid each month. Timesheets must be submitted by 10:00 AM on the 22nd of the month. If the 22nd falls on a holiday or a weekend, they will be due by 10:00 AM on the next working day. Supervisors have until 5:00 PM on the 22nd of the month to approve timesheets. It is critical that supervisors approve timesheets by the deadline in order for their staff to be paid each month. If the 22nd falls on a holiday or a weekend, supervisors will have until 5:00 PM the next working day to approve.

DEFINITION OF WORKWEEK -- 12:01 a.m. Sunday to 12:00 p.m. Saturday.

The PAY CYCLE is 22nd of the month through the 21st of the following month.

UNAUTHORIZED WORK - Hours worked by an employee without the administration's permission or contrary to instructions will not be paid and may be grounds for disciplinary action.

OVERTIME COMPENSATION

NUFE Employees are eligible for overtime compensation in the form of time off. Overtime shall accrue at the rate of time and one-half based on a 40 hour workweek. Compensatory time off for overtime worked may be taken any time during the pay period with the concurrence of the employee. Comp time needs to be used before sick leave, annual leave, personal emergency leave, and/or leave without pay can be used. This does not apply to Weekend Coverage for the Maintenance Department. Employees may have their compensatory time carried forward to subsequent pay periods. The maximum accumulation of compensatory time is 40 hours. Supervisors are expected to adjust the workweek, when possible, to avoid an overtime liability. If annual or sick leave in combination with hours worked totals more than 40 hours during the workweek, the amount of leave an employee takes will be reduced to bring the total hours paid to 40 hours for the week. If both sick and annual leave have been taken in a week that requires adjustment of leave, the sick leave must be adjusted before the annual leave.

The provisions of this Act obviously will have a tremendous fiscal impact on our personal services budget; therefore, administration will take a conservative approach to the authorization of overtime work. If possible, overtime will be avoided completely to minimize liability and reduce what might cause a severe drain on our personal services budgets. Supervisors are responsible for establishing work schedules in such a manner that overtime hours are nonexistent or at least extremely minimal. Overtime must be requested by the supervisor and approved by the Superintendent or Director of Human Resources in advance.

TRAVEL TIME

Time spent in travel for NUFEE Employees will be counted as hours worked. Layovers at airports where the employee is not free to pursue personal interest is also included as time spent in travel and must be counted as hours worked. Hours in which employees are free to do as they please are not compensable.

LEAVE TIME

Deductions of less than one day (8 hours) due to any purpose other than Family Medical Leave are not permitted by the State of South Dakota. NUFEE Employees may leave the work site for less than eight (8) hours, with the prior approval of their supervisor, and need not take leave for the time. Before time away from the job is approved, supervisors and employees are to ensure that the needs of the students, public, and other state employees who rely on them are met.

LEAVE REQUESTS

Leave requests must be approved by the Principal prior to using leave or eight (8) hours after returning to work, or leave without pay will automatically be charged. More details in the GENERAL SECTION of the handbook.

SUBSTITUTES, REQUEST FOR

Any NUFE Employee in need of a substitute should complete the Substitute Request Form and turn it in to the Principal at least one week prior to the scheduled absence (emergencies will be handled accordingly). Substitute Request Forms are located in the Administrative Assistant's Office. NUFE Employees also need to submit leave requests to the Principal.

Upon approval of the substitute, the Principal is to notify the Director of Human Resources of the absence and the name of the substitute. The substitute must complete a time card, located in the Director of Human Resources' Office.

ACCESS TO EMPLOYEES' RECORDS

Supervisors may review position history files or performance files. The review will be done in confidence with the Superintendent and Director of Human Resources. An employee may review his/her personal file that is kept in the Business/Human Resource Office. He/she must ask the Director of Human Resources to remove the folder from the file, and it cannot be removed from the office. An employee has the right to obtain a copy of the contents of his/her personal file or any other pertinent data that directly relates to his/her file. The cost of the copy shall be borne by the employee.

Note: A sign-out/sign-in form is in each employee's personal folder to show who has removed information from the folder.

FISCAL SALARY INCREASE

Non-Unit Faculty Exempt Employee raises are based on what the Governor and Legislature approves, and the Board of Regents Policy. Fiscal increases are not necessarily across the board, but are based on performance.

COFFEE BREAK

NUFE Employees are entitled to coffee breaks each day. Full-time employees are entitled two (2) fifteen (15) minute breaks and part-time employees are entitled to one (1) fifteen (15) minute coffee break. Each employee should work out the time for coffee breaks with his/her supervisor. Smoking by employees are to be restricted to these break periods. Coffee breaks cannot be banked, cannot be added on to one's lunch hour or saved to leave work early.

CONFIDENTIALITY

Student files are confidential and access is limited to authorized individuals. Discussions relative to the SDSBVI students should be conducted in a positive, professional manner. If student problems are to be discussed, these discussions should take place in a room with the door closed, rather than a public area. For additional information, refer to the STUDENT/PARENT HANDBOOK.

TERMINATION OF STATE EMPLOYEES: Please refer to “General Handbook.”

LAYOFF PLAN AND REEMPLOYMENT PROCEDURES: Please refer to “General Handbook.”

GRIEVANCE APPEALS PROCEDURE: Please refer to “General Handbook.”

ADDITIONAL INFORMATION

Any time any NUFE Employee has questions not covered in this handbook, he/she should go to the Director of Human Resources to get answers. Don't speculate; ask!